

## Adding Multiple Users (Students, Teachers and Admins)

- Upload and activate teacher accounts first. Template should be saved as a csv or xls format.
- First name, last name, student id, birthdate, and grade level are required fields; template will be rejected if these fields are not completed for all students
- Usernames must be unique within the entire MY Access! system (you will be prompted to choose another username if selection has already been taken.
- Student ID is unique within a district (you will be prompted to choose another if student is already exists in the district).
- Column header order must be maintained.
- Duplicate students must be removed from template prior to upload.
- Questions or problems? Call our MY Access! Support Specialists at (800) 322-0848 or support@myaccess.com

MY Access! supports batch teacher and admin imports to multiple schools in a single file.

Step 1. Enter your school codes by clicking on Setup & Assignment and selecting School Import Code.

ВЕСА		Setup & Assignment - Manage Accourt	nts User Search Portfolio My F	Prompts Reports Resources	¢
Scho	School Code List	Setup District & Assignments  Setup Schools and Assignments  Applied To the setup of the setup		Search	
	View	School Name	Imported Code	Option	
	1	Columbia School(SA)	500753000299	Update School Code	
	2	Read School	480894011355	Update School Code	
	3	Texas School	VAN497689	Update School Code	

**Step 2.** Download the district multiple teacher and school admin template. Enter your school codes and required information (username, password, firstname, last name, gender, user role, email. Note: Usernames are globally unique. It is recommended that teacher school email be used for the username, and passwords be minimum of six letters/numbers.

My Access New Teacher and School Administrator Template											
	Login Information		Teacher / School Administrator Information				Account Details				
(System does <b>not</b> au	uto generate logins for new administrators)	*Indicates absolute minimum required fields (M or F)				(Enter T for a teacher. Enter S for a school administrators)	(Enables password recovery. username@domain.edu com org)				
School Code* Username* Password*			First Name*	Middle Name	Last Name*	Gender	User Role*	Email Address			
030 s.smith@delhhs.edu \$sm_0876											
030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu			
030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu			
030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu			
<sup>7</sup> 030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu			
<sup>7</sup> 030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu			
<u> </u>	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu			



Step 3. Select the school(s) and orders, enter a unique upload name, choose file, and click upload.

<b>JACCESS</b>		
Add	Multiple Accounts	
		Before You Upload Need Help? Click Here
	Step 1: Download Template: Step 2: Select User Type:	Student and Teacher Templates Student Feacher/Admin
	step at select school:	
	Step 4: Select Order(s):	Columbia School(SA) (School Code, 001): etge=2021-02-03 Read School (School Code, 002): etg=2021-02-03
		~
	Step 5: Deactivate School Accounts or Update:	
	<ul> <li>Maintain Current Accounts and Update</li> <li>Step 6: Username and Password Generation:</li> </ul>	<ul> <li>Deactivate Current Student Accounts and Add New</li> </ul>
	OAuto Generated	User Defined
	Step 7: Unique Upload Name: Step 8: Upload Your Template:	Choose File No file chosen
		Cancel Upload

Step 4. Click on Correct Error link to view and correct errors.

School:				Range	s:			
Select All				•				i
Upload Date:								Filter
			í					r inter
Add Multiple Users Add	Single User			_				
Add Multiple Users Add	Single User	Upland Date	Status	Total Basanda	Valid Beaarda	Involid Deserves	Novi Stan	Ontions
Add Multiple Users Add	Single User Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options
Add Multiple Users Add File Name 903teacheruptoad	Single User Order	Upload Date 9/3/19	Status	Total Records 2	Valid Records	Invalid Records	Next Step Correct Error	Options ©

Step 5. Click on Activate Accounts to compete the process.

Add Multiple Users	Add Multiple Users Add Single User												
File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options					
903teacherupload		9/3/19		2	2	0	Activate Account	8					